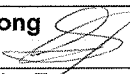




<b>BROOKHAVEN NATIONAL LABORATORY</b>  <b>PHYSICS DEPARTMENT</b>	<b>Number:</b> PO-P-RACF-001	<b>Revision:</b> 0.1
	<b>Effective:</b> 10/21/2013	<b>Page</b> 1 of 2
	<b>Reviewed:</b> 11/21/2014	
<b>Subject:</b> Rack Positioning Procedures in the Data Center		<b>Prepared by:</b> Tony Wong 
<b>Reviewed by ESH Coordinator:</b> Ron Gill 		<b>Approved by ESH Coordinator:</b> Mike Zarcone 

## Rack Positioning Procedures in the Data Center

### Pre-Job:

By signing below, each participant affirms that: a) he/she is physically able to perform the operation, b) he/she is not medically restricted from participating in a physically demanding activity, and c) he/she is current with all BNL required training, including the BCF training.

Operation supervisor	_____	_____
	Name	Signature
Participant #1	_____	_____
	Name	Signature
Participant #2	_____	_____
	Name	Signature
Participant #3 (if present)	_____	_____
	Name	Signature
Participant #4 (if present)	_____	_____
	Name	Signature

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**Procedure:**

This set of procedures must be followed whenever loaded racks are: a) moved in the data center, and b) floor tiles are removed to fetch, adjust or pull power/network cables from below the raised floor. This applies to whole tiles or tiles with cut-outs to allow passage of power/network cables. Unless directed otherwise, the person in charge (Operation Supervisor) must put his/her initials for every step below. Names and signatures of all participants must be listed above.

	Step Description	Initials
1	Work Control Coordinator must have approved work plan in hand before operation begins.	
2	Operation start date and time:	
3	There must be at least three (3) participants (including the Operation Supervisor)	
4	Operation Supervisor must verbally brief all participants about the operation. Each participant is given the right to issue a STOP WORK order if he/she feels any or parts of the operation is deemed unsafe.	
5	All participants must wear appropriate PPE before beginning operation.	
6	Operation Supervisor serves as the spotter, or designates one of the participants as the spotter, whose sole function is to observe, verbalize instructions and warnings, and if necessary intervene to strengthen safety of the operation. Spotter's initials here.	
7	With all floor tiles on, rack moved off the tile to be removed. There must be a participant in front and another behind the intended path of the rack.	
8	Rack wheels are temporarily immobilized.	
9	Tile removed and power/network cables adjusted or pulled through open floor. No three adjacent tiles (in-line or diagonally) may be removed at the same time to preserve the structural integrity of nearby tiles on the raised floor system.	
10	Original tile placed back on the floor or replaced with another tile with a cut-out.	
11	Rack wheels are freed up.	
12	Rack moved back to original or final position. There must be a participant in front and another behind the intended path of the rack.	
13	Steps 7 through 11 were repeated for further adjustments of the <u>same</u> rack: Yes ____ No ____.	
14	Rack wheels are locked or rack feet are fully extended to immobilize the rack.	
15	Total number of racks moved _____.	
16	Operation end date and time:	